



First·Choice·for·Service

In order to maintain the security of ID Badges obtained through the Department of Personnel & Administration, Division of Central Services, only HR personnel or their designees may request ID badges.

Requests for ID badges will be made through a web interface to which only authorized persons you have identified will have access. Please complete this form for each person you have authorized to request ID badges.

If you have any questions, please contact Delaine Piontkowski at 303.866.2743.

ID Badge - Account Set Up Information

Your Name: _____ **Phone:** _____

Department: _____ **Division:** _____

Title: _____ **Date:** _____

Complete for each person authorized to request state ID badges from the Department of Personnel & Administration, Division of Central Services (including yourself):

Name	
Department	
Work Phone	
Work Address	
E-mail Address	
Authorized to request ID badge for the following divisions:	
<ul style="list-style-type: none">•••••••	

Return complete form to
Delaine Piontkowski
Division of Central Services
225 East 16th Avenue, Suite 800
Denver, Colorado 80203